



DEPARTMENT OF THE ARMY  
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
600 ARMY PENTAGON  
WASHINGTON, DC 20310-0600

02 SEP 2004

S: 1 Oct 04  
S: 1 Dec 04

DAIM-MD

MEMORANDUM FOR

Director, Headquarter Installation Management Agency, ATTN: SFIM-PW, 2511  
Jefferson Davis Highway, Arlington, VA 22202-3926  
Chief, U.S. Army National Guard, ATTN: NGB-ARI, 111 South George Mason Drive,  
Arlington, VA 22204

SUBJECT: Real Property Inventory (RPI) Submission for 30 September 2004

1. References:

- a. AR 405-45, Inventory of Army Military Real Property, dated 30 June 2000.
- b. Memorandum, DAIM-ZA, 22 May 2003, subject: Periodic Installation RPI Survey Guidance.
- c. Memorandum, DAIM-MD, 10 December 2003, subject: RPI Submission for 31 December 2003.
- d. Memorandum, DAIM-FD, 13 August 2004, Subject: Army Disposal/Demolition Program Instruction (Encl 1.)

2. Purpose:

a. To remind addressees that the 30 September 2004 real property inventory (RPI) update to Headquarters Integrated Facilities System/Headquarters Executive Information System (HQIFS/HQEIS) is due to the Office of the Assistant Chief of Staff for Installation Management (OACSIM,) Plans and Operations Division, no later than **noon, Friday, 1 October 2004.**

b. To remind addressees of the RPI certification requirements directed by reference 1b. Garrison commanders will submit a memorandum describing the facilities surveyed during fiscal year 2004 and any significant adjustments made to the RPI by **1 December 2004.** New garrison commanders are also required to conduct a physical inventory and submit certification within 90 days after assumption of command.

DAIM-MD

SUBJECT: Real Property Inventory (RPI) Submission for 30 September 2004

3. This RPI update will be used to develop POM sustainment calculations, facility reduction funding requirements, Installation Status Report Part I, and year-end financial reporting. Additionally, a copy of the Army's 30 Sep RPI is provided to both Secretary of Defense and General Services Administration. It is critical that you report an accurate inventory in a timely fashion. Due to accelerated Chief Financial Officer Act reporting requirements, all data must be submitted by noon on the suspense date without exception.

4. On 13 August 2004 the OACSIM Director of Facilities and Housing (Mr. Nerger) signed memorandum (enclosure 1.d.), which clarifies and updates information regarding property disposals and demolition. The memorandum addresses disposal credits as a Demolition Bank and requires installations requesting FRP funds to forecast the disposals in IFS. The clarifications should make the process of offsetting new footprint construction with equal disposals more possible across the active and reserve component installations. The memorandum explains when the OSD Preponderance Rule may be used and describes the conditions under which a MILCON project at an installation without excess facilities may fund offsetting disposals at another installation.

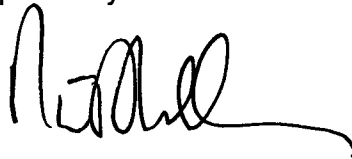
5. Addressees will ensure installations submit RPI's in accordance with enclosure 2.

6. Enclosure 3 addresses Policy On Reporting Range Facilities Using Complex Codes.

7. Enclosure 4 addresses Policy for reporting DLA Command and Control Sites.

8. This memorandum is to be furnished to all Army installation-level Real Property Officers, work management, and IFS system administrators to ensure **HQIFS/HQEIS** reflects each installation's most current RPI data for the 30 September 2004 update.

9. Addressees will send electronically their updates directly to HQDA, ATTN: DAIM-MD, using enclosure 5 instructions. POC for this action is Julie L. Jones, telephone (703) 602-5180 or email [julie.jones@hqda.army.mil](mailto:julie.jones@hqda.army.mil).



PETER F. PORCELLI  
Colonel, GS  
Chief, Plans and Operations Division

Encl

DAIM-MD

SUBJECT: Real Property Inventory (RPI) Submission for 30 September 2004

CF:

Installation Management Agency-Army Reserve, ATTN: SFIM-AR

Installation Management Agency-Europe, ATTN: SFIM-EU

Installation Management Agency-Northeast, ATTN: SFIM-NE

Installation Management Agency-Southeast, ATTN: SFIM-SE

Installation Management Agency-Northwest, ATTN: SFIM-NW

Installation Management Agency-Southwest, ATTN: SFIM-SW

Installation Management Agency-Pacific, ATTN: SFIM-PA

Installation Management Agency-Korea, ATTN: SFIM-KO

HQDA, Army Reserve, OCAR, ATTN: DAAR-EN

DAIM-MD

DAIM-FDH

DAIM-RD (Col Fougner)

HQDA, Chief of Engineers, CERE-PS

US Army Information Systems Command, ATTN: AS-ENGR

US Army Intelligence and Security Command, ATTN: IALOC-IF

Defense Logistics Agency

US Army Materiel Command

US Army Medical Command

U.S. Army Space and Missile Defense Command (SMDC)

Surface Deployment and Distribution Command (SDDC)

Software Engineering Center – Lee, ATTN: AMSEL-SE-LSB Stop L33 (D. Poppell)



**DEPARTMENT OF THE ARMY**  
**ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT**  
600 ARMY PENTAGON  
WASHINGTON, DC 20310-0600

DAIM-FD

13 AUG 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Army Disposal/Demolition Program Instructions**

1. The purpose of this memorandum is to address methods for offsetting new construction at installations with critical facility deficits through disposals at installations with excess inventories, and establishment of a Disposal/Demolition Bank. In addition, this guidance clarifies the difference between new footprint construction requirements and requirements for restoration and modernization of existing facilities.

2. Between FY98 and FY03 the Army exceeded the Defense Reform Initiative (DRID 36) goal to demolish 53.2 million square feet (SF) of excess and obsolete facilities. On 31 January 2003 the Assistant Secretary of the Army (Installations & Environment) reiterated the One-for-One disposal policy to encourage the continued removal of excess and obsolete facilities and to offset the growth of new construction footprint. However, since space requirements and space deficits are not constant or equally spread across all Army installations, additional guidance is required in order to expeditiously eliminate excess and/or obsolete facilities.

3. New Footprint Construction: The acquisition of a new facility to offset a space or capacity deficiency. Overall size of the facility inventory increases after a new footprint project. While new footprint is a valid requirement, it also increases demands on critical sustainment and BASOP's funding. Further, if funded at the expense of the recapitalization rate, new footprint harms our ability to restore and modernize facilities to support Army's missions. New footprint includes complete new facilities and additions to existing facilities not undergoing complete restoration or modernization.

a. New Footprint construction may be reported as an investment in existing footprint by disposing of an equal amount of existing as required by the One-for-One policy. The offset may be funded by the MILCON project (the preferred method) or by applying credit for disposals/demolition that have been previously identified in a Disposal/Demolition Bank.

b. When disposal is funded by the MILCON project but the offsetting disposal/demolition will occur at a different Army/USAR installation (state for the ARNG), the disposal location and SF must be shown in paragraph 10 of the DD Form 1391. Example: Dispose/Demolish 3 Bldgs., 55,000 SF at Fort X-Ray (or State X for the ARNG). Tab H of the DD 1391 must list the installation (state for the ARNG) for each building, by SF, of disposal. Tab H disposals must agree with planned disposals in the Integrated Facilities System (IFS) or PRIDE database for the National Guard.

DAIM-FD

SUBJECT: Army Demolition Program Update.

4. Disposal/Demolition Bank (disposal eliminates funding responsibility from the Army while demolition eliminates the physical asset being funded). After the end of DRID 36 (2003) reductions in the inventory (SF credits) through disposal/demolition may be "banked" for five years following their removal from the inventory. Disposal by transfer to the Residential Communities Initiative (RCI), Host Nation Turnback, sales, loss, outgrants, other authorized disposals, BRAC 05 SF not replaced with BRAC funds or MILCON and O&M funded demolition may be used to offset new footprint construction. The Disposal/Demolition Bank for recording such credit is the Integrated Facilities System (IFS) for the Active Component and the US Army Reserve, and the PRIDE database for the Army National Guard. Disposal SF credits must be shown on the front page of the DD 1391 and Tab H. (Example: 3, Bldgs. 55,000 SF, Fort X-Ray 2004, Other Funds). Demolition cost for the 3 buildings will not be included in the project.

5. Recapitalization of Existing Facilities. Restoring, modernizing and converting an existing facility or replacing an existing facility by new construction require no offsetting demolition. DoD also allows limited growth in footprint to meet current space standards. Under DoD's "preponderance rule", if more than 50% of a MILCON project's scope is restoration or modernization of an existing facility, the entire project is considered an investment in existing footprint. The same rule applies for replacement facilities. If a MILCON project demolishes and replaces an obsolete facility and at least 50% of the total project scope is represented by the demolished facility, the entire project is considered an investment in existing footprint. Although flexibility is allowed by DoD's preponderance rule, Army policy strongly encourages offsetting any inventory growth with an offsetting disposal.

6. Residential Communities Initiative (RCI). Existing square footage transferred to an RCI project may be used to offset new Army Family Housing and major construction. Credits may be used by the installation or the IMA for five years following removal from the real property inventory.

7. Construction by others, for example Military Construction, Defense, must be offset by disposals in accordance with the ASA (I&E) One-for-One policy or the allowances under the DoD Preponderance Rule for existing assets. The construction proponent must pay the cost of offsetting disposals unless prohibited by statute.

8. The point of contact for this action is Richard Murphy, 703-692-9209, email [Richard.O.Murphy@hqda.army.mil](mailto:Richard.O.Murphy@hqda.army.mil).

9. Quality Facilities for Quality Soldiers!

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:



JOHN B. NERGER  
Director, Facilities and Housing

## Guidance on Submitting 30 September 2004 Real Property Inventory

1. Submit data accurately and on time.
2. Installations with changes over 100,000 SF of buildings, 100,000 SY of pavements or any increase/decrease in land acres will notify their region of the reason at least one week prior to their RPI submission. This notification will enable timely responses to the quality assurance process.
3. Request an installation number for new acquisitions (for example new Reserve lease) prior to 24 September 2004. New federal installations submitted to HQEIS without prior OACSIM approval will not be loaded in HQEIS. Request should include the following information:
  - NAME: Official installation name
  - ADDRESS: physical address, city, state and zip code
  - OWNERSHIP: leased, owned, etc.
  - PREVIOUS INSNO: if applicable, i.e., when Army Reserve leases expire and the location changes
  - X & Y COORDINATES: 40:33:20N 105:04:07W
  - PURPOSE: Replace 30 year old lease with a new building
  - Real Property Accountable Officer: provide name and commercial telephone number
4. Report accurate SRM codes and improve the special areas of emphasis contained in the 31 December 2003 RPI data call memo, reference 1c.
5. Reconcile SRM codes in RPI with Army Reserve, National Guard, Defense Agencies and other tenant activities.
6. Report correct ownership codes, including carports, sidewalks, garages, playgrounds, and storage sheds in addition to the family housing transferred as a result of Residential Communities Initiative.
7. Improve any weaknesses on the Real Property Management Control Checklist.
8. Ensure disposal data are correctly coded for all planned disposal actions
9. Provide certification of survey requirements per reference 1b.
10. Add street addresses for each family housing building.

## Reporting Range Facilities Using Complex Codes

### 1. BACKGROUND:

a. Accountability and sustainment of installation training ranges is the responsibility of the Director of Public Works (DPW), and is accomplished by individual Category Code (CATCODE) and facility numbering. The Real Property Inventory (RPI) is the database of record for all real property assets. It is maintained in the Integrated Facilities System (IFS) used by active and reserve sites and Property Resource for Infrastructure Development & Evaluation (PRIDE) used by the Army National Guard.

b. Management of installation ranges is the responsibility of the Director for Plans and Training (DPT.)

c. A range site is defined as an individual range plus all supporting facilities necessary to make the range usable for a specific training task(s) or event(s.) For the purposes of this policy, such an individual range complex is termed a range site.

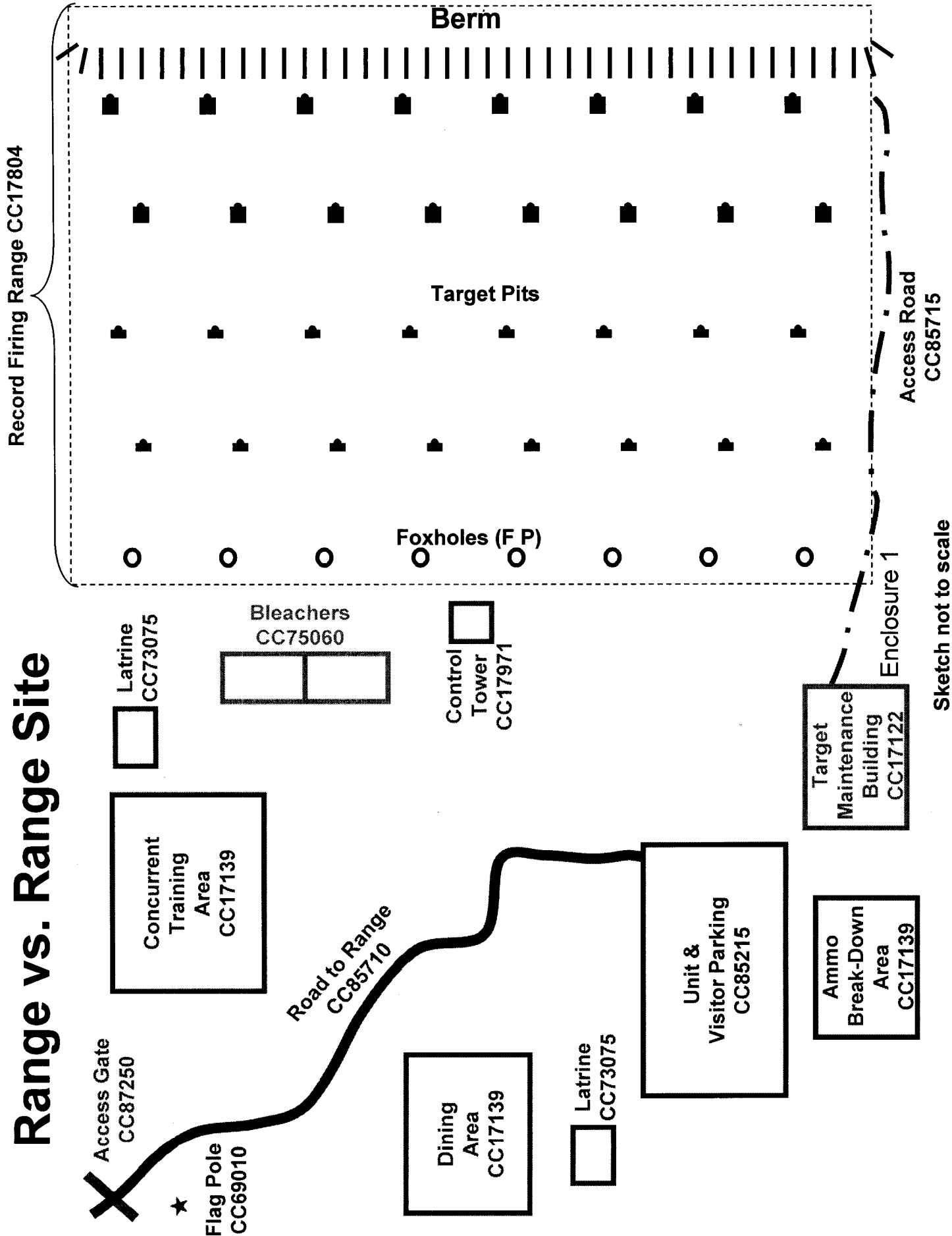
d. While the DPW is concerned with the condition and sustainment of individual CATCODEs/facilities, the DPT is concerned with the overall condition of the range sites.2. The attached (encl 1) example shows a common installation range site (CATCODE 17804, Record Firing Range) and its various support facilities. Note that the range sustainment cost is \$8,180.16 per year while the cost to sustain the range site complex is \$44,068.75, a five-fold increase. Also note that if the flagpole (CATCODE 69010) is not operational, e.g., the lanyard is jammed or missing, then the range can not be used due to the safety policy that requires a red range flag to be displayed on all in-use ranges. The point is that a \$6K facility that is inoperable can shut down a \$2.5M range site. This is how the DPT sees the range condition and management challenge.

3. In order to support the DPT in the management of range sites, the Real Property Accountable Officer (RPAO) must work with the DPT range personnel to identify each range site and relate the appropriate range facilities in the RPI. The mechanism to do this in the RPI is the Complex Code. After the RPAO and DPT staffs agree on the facilities that go into a range site then the RPAO must relate these facilities together using a Complex Code and naming the complex as requested by the DPT. For example the range in the attached example consists of 15 separate facilities in the RPI (the range itself and 14 support facilities). The DPT might call this complex "Record Fire One" and when they refer to it by that name they are addressing all 15 facilities in the complex. Likewise, when the DPW is servicing the range, if the work order addresses "Record Fire One" then all the facilities at the location can be checked to ensure all components of the range site are in good working order. For ISR evaluation, the same logic applies in that "Record Fire One" can be evaluated for overall condition by using the complex code to see the individual facilities. NOTE: Facilities that support more than one range will be complexed to the proponent range.

## Reporting Range Facilities Using Complex Codes

4. The DPT considers building these range sites as critical to overall range management by the DPT. Accordingly, the OACSIM has determined that creation of range sites must be accomplished in the RPI, in coordination with the DPT range personnel. To accomplish this will require a collaborative effort between the RPAO and the DPT with the RPAO as the lead action officer. Range site names and associated facilities will be jointly agreed on by the RPAO and the DPT and physical inspections of the facilities made to ensure that correct CATCODEs and facility numbers (FACNOs) are used for each range site identified. The RPAO must then enter complex codes (and complex names) into the RPI in the Facility screen. Upon completion of this work, the RPAO will provide a listing from the RPI of all range sites and associated facilities to the DPT. As new ranges are added to the inventory new range sites will be created in coordination with the DPT range staff.
5. This policy for creating and managing ranges by complex code will be reflected in the next update to AR 405-45 and AR 350-XX that will replace AR 210-21.
6. Installations are to report through their Region to HQIMA when this policy has been fully implemented in their RPI. OCONUS ranges are coordinated between managing MACOMs and supporting IMA Regions. ARNG ranges are reported through normal channels to the NGB.
7. OCSIM POC for this action is Ms. Julie Jones, DAIM-MD, [Julie.jones@hqda.army.mil](mailto:Julie.jones@hqda.army.mil), 703-602-5180. Army G-3 POC is Mr. Tom Macia, DAMO-TRS, [Thomas.macia@hqda.army.mil](mailto:Thomas.macia@hqda.army.mil), 703-692-6410.

# Range vs. Range Site



Sketch not to scale

# Range vs. Range Site

Blue Costs are for the Record Firing Range (DUCC 17804)  
Orange Costs are for the Range Site

Facno	Catcd	Description	FacType	UM1	Area	UM2	Meas	Built	PRV CF	SUST CF	PRV \$\$	SUST \$\$
O5901	17122	RG/TGT HOUSE	Building	SF	411			1974	\$106.71	\$3.40	\$43,858	\$1,397.40
O664B	17123	RG SPT FAC	Building	SF	800		40	1970	\$106.71	\$3.40	\$85,368	\$2,720.00
O9157	17139	COV TRAIN AREA	Structure	SF	1,728			1988	\$43.34	\$0.50	\$74,892	\$864.00
O7908	17139	COV TRAIN AREA	Structure	SF	4,704			1988	\$43.34	\$0.50	\$203,871	\$2,352.00
O664C	17139	COV TRAIN AREA	Structure	SF	2,088			1985	\$43.34	\$0.50	\$90,494	\$1,044.00
O5500	17804	RECORD FIRE RG	Structure	AC	36.00	FP	16	1962	\$30,037.45	\$511.26	\$480,599	\$8,180.16
O5202	17971	OBSER TOWER	Structure			EA	1	1962	\$142,632.00	\$656.11	\$142,632	\$656.11
12820	69010	FLAGPOLE	Structure			EA	1	1962	\$5,847.68	\$137.42	\$5,848	\$137.42
O9051	73075	SEP TOIL/SHOWER	Building	SF	1,239			1962	\$161.54	\$2.99	\$200,148	\$3,704.61
C9153	75061	GRANDSTAN/BLEAC	Structure			EA	1	1962	\$68,078.44	\$1,392.01	\$68,078	\$1,392.01
O9061	75061	GRANDSTAN/BLEAC	Structure			EA	1	1962	\$68,078.44	\$1,392.01	\$68,078	\$1,392.01
FHDRW	85215	NONORG PK SURFA	Structure	SY	9,834			1962	\$45.24	\$1.06	\$444,890	\$10,424.04
BLUES	85710	TA ROADS SURFAC	Structure	SY	9,575	MI	2	1962	\$21.96	\$0.53	\$210,267	\$5,074.75
ROADS	85715	TA ROADS UNSURF	Structure	SY	4,244	MI	1	1962	\$6.66	\$0.16	\$28,265	\$679.04
GATES	87250	ENTRANCE GATE	Structure			LF	8,440	1962	\$33.46	\$0.48	\$282,402	\$4,051.20
RANGE SITE TOTAL COSTS											\$2,429,691	\$44,068.75

Enclosure 1

## Reporting Real Property Inventory at Sites with DLA Command and Control

1. DLA has command and control of 8 sites with 3 being BRAC/Excess (Philadelphia, Memphis, Ogden) and 5 active sites.
2. DLA sites were accounted for under AMC, which in turn delegated Real Property Accountability (RPA) to DLA. Authority was taken away when the IMA was stood up and AMC lost the Installation Management mission.
3. DLA is hereby given delegation to conduct real property inventory management at sites where they have command and control. This includes signing DD Form 1354's and DA Form 337's as long as it falls under the Army thresholds. DLA is authorized to delegate this responsibility down to the 5 active sites. DLA will maintain real property inventory in IFS. DLA will follow Army regulations and thresholds. If threshold is exceeded, DLA will report to the appropriate region that will process up the chain of command.
4. Plans and Ops will modify AR 405-45 to reflect RPA delegation to DLA.
5. DLA will be reflected in HQEIS as part of the region it is geographically located and the parent installation will be the actual DLA site.

## Guidance to Run and Submit IFS Files to HQEIS

1. OACSIM will email to the AKO email account of the IMA Regional points of contact containing a link to the new passwords. Click on the link to the HQDLP.TXT file to obtain the new password. Remember that the password is case sensitive. You may also obtain the password by logging into the AKO web site and completing the following steps:

- a. Enter the Knowledge Collaboration Center (KCC) by clicking the KCC tab at the top of the AKO main screen.
- b. In the left column under Army KCC Home, select the Personal and Teams folder.
- c. Select the HQEIS Quarterly Data Load folder from within the Personal and Teams folder.
- d. Select the HQDLP folder from within the HQEIS Quarterly Data Load folder.
- e. In the right column click on the HQDLP file to open the file and view the new password.

2. **For IFS Sites**, the Systems Administrator should run the normal HQIFS extract program. Instructions for running the extract are below. Additional assistance can be obtained by calling the **IFS Functional Hotline at 804-734-2058, DSN 687-2058**. If you are called and requested to make corrections to your inventory, you will need to re-execute the interface and resend.

a. **Section I - Instructions for running HQIFS Interface are as follows: This is an example.**

- (1) Log onto IFS as sysman; must be in unix not IFS screens.
- (2) Type at unix prompt: **ifsm** (this takes you to the IFS Systems Administrator Menu)

(3) Select 7: **HQIFS Interface**

(4) Enter fiscal quarter: **3**

Note: 1 (December update), 2 (March update), 3 (June update), or 4 (September update)

(5) Enter fiscal year: 2004 to indicate a FY 2004 submission.

(6) System will come back with a confirmation message:

**"Generate HQ IFS data for \_ quarter of the 2004 fiscal year"**

(7) You will need to confirm Y or N; carriage return indicates that it is "Y".

(8) System will give you a batch number of the run. In most cases, the HQIFS interface takes approximately 1 hour; small sites will be about a ½ hour.

(9) System will return you to the IFS Systems Administrator Menu. You can then exit by typing "0" (zero).

b. **Section II - To check the progress of your file:**

- (1) At unix prompt type: **cd \$DATA**

(This prompt takes you to the directory where the HQIFS.dmp file is located).

(2) You can check the progress of the HQIFS dmp file by typing the following:

**ls -la HQIFS.dmp**; at the unix prompt. If the date and time are within the hour, you are more than likely finished. But give it at least an hour. Also, IFS System Administration's mail receives a message that "HEADQUARTERS IFS IS NOW COMPLETE FOR i". ("i" is whatever SID your database resides in IFS.)

## Guidance to Run and Submit IFS Files to HQEIS

(3) If it is completed, you will know by the date and time.

### c. Section III - To transfer the files to DAIM-MD for loading into the HQIFS Interface database

- (1) **Rename** your HQIFS.dmp file to your site name, for example: **belvoir.dmp**
- (2) At unix prompt type: mv HQIFS.dmp belvoir.dmp  
FTP the file to our server in a **Binary mode**.  
FTP address ftp://hqeisftp.hqda.pentagon.mil or IP: http://141.116.124.245
- (3) Log in: hqifs with new passwords obtained per paragraph 1.

### d. Section IV - Return to your IFS machine for closeout. This is an example.

(1) Run an ARCHIVE program. This stores at least 3 versions of your dump files on the system. This is an **EXTREMELY IMPORTANT STEP IN THE PROCESS**.

(a) at the unix prompt type: cd \$DATA

(b) type: AKJR42.sh belvoir.dmp

Note: This renames the files to: belvoir.dmp20040331 (extension after .dmp is the fiscal year, month, and day).

#### (2) You are finished if you:

(a) ran the HQIFS interface on your IFS machine

(b) renamed the HQIFS.dmp file to another name (belvoir.dmp) on your IFS machine

(c) forwarded the renamed HQIFS.dmp (i.e., belvoir.dmp) to our HQIFS server 141.116.124.245

(d) ran the archive program on your IFS machine (see paragraph (1) above).

3. **For ARNG PRIDE sites:** NGB must run the extract and submit to HQEIS via FTP the file to our server in a **Binary mode**.

FTP address ftp://hqeisftp.hqda.pentagon.mil or IP: http://141.116.124.245

Log in: hqifs with new passwords obtained per paragraph 1.

Note: HQEIS file must be in **binary** mode.

4. If you encounter problems transferring your extract to the FTP site, please call Ben Schwarten, 703-602-5809 or e-mail, [benjamin.schwarten@hqda.army.mil](mailto:benjamin.schwarten@hqda.army.mil).